

**Fayette County Commissioners Meeting
Thursday, October 19, 2017 – 10 a.m.**

1. Prayer

2. Pledge of Allegiance

3. Proclamations:

Domestic Violence Awareness Month- October 2017

National Business Women's Week- October 16-21, 2017

Red Ribbon Week- October 23- 31, 2017

4. Public Comment on Agenda Items:

5. Fayette County Redevelopment Authority:

Consider adoption of resolution which approves a modification to Fayette County's FY 2014 Community Development Block Grant (CDBG) Program.

Consider adoption of a resolution which approves the submission of an application requesting funding through the Emergency Solutions Grant (ESG) Program. This approval will authorize the Commissioners to sign and submit the application for assistance and will also approve execution of the attached Cooperation Agreement which highlights the Redevelopment Authority's responsibilities for administration of the ESG Program on behalf of the County.

Consider adoption of a resolution which approves an application being submitted by the County to the Pennsylvania Housing Finance Agency (PHFA) Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) Fund. This approval will authorize the Commissioners to sign and submit the application for assistance and will also approve execution of a Cooperation Agreement upon award of funding which will highlight the Redevelopment Authority's responsibilities for administration of the Program.

6. Fayette County Behavioral Health Administration:

Consider approval of the following agreements and modifications:

	Contract Value	Period
Modification Agreements #1 2016-2017		
Goodwill of Southwestern PA	\$415,337	7/1/16-6/30/17
Professional Service Agreements 2017-2018		
Robert Calisti	\$50 per hour	10/16/17-6/30/18

Modification Agreement #1 2017-2018		
The Arc, Fayette County	\$382,316	7/1/17-6/30/18
Goodwill of Southwestern PA	\$329,262	7/1/17-6/30/18
Modification Agreement #2 2017-2018		
The Arc, Fayette County	\$394,341	7/1/17-6/30/18
HealthChoices Fee-For-Service Agreement - 2018		
Atkinson Company, Inc.	\$280 per hour	1/1/18-12/31/18
HealthChoices Reinvestment Agreement – 2013 Funds		
Transitional Employment Consultants	\$91,000	N/A
HealthChoices Reinvestment Agreement – 2015 Funds		
Transitional Employment Consultants	\$64,610	N/A

7. Adult Probation Office:

Consider approval of Amendment No. 7 to the Exacutrack Service Agreement Between BI Incorporated (“BI”) and Fayette County (“Agency”), which increases spare units by 25 percent.

8. Bridge Department:

Consider approval of the Bridge 76 Repair project in Dunbar Borough, Fayette County. Gibson Thomas will assist in amending the permit and develop a bid package for a cost not to exceed \$11,573.50.

Consider approval of an agreement between Fayette County and Gibson Thomas Engineering, Inc., (GTE) for Inspection of county owned structures under 20’ in length. As part of this agreement, GTE will inspect and provide the county with an abbreviated inspection report for the following structures:

Bridge #6	Bethelboro Bridge
Bridge #7	Coolspring Bridge
Bridge #11	Upper Ram Cat Hollow Road
Bridge #12	Lower Ram Cat Hollow Road
Bridge #13	Football Field Bridge
Bridge #14	Shed Bridge
Bridge #28	Layton Tunnel Bridge
Bridge #31	Smiley Road Culvert
Bridge #112	Fike Hollow Culvert
Bridge #168	Tub Run Culvert
Bridge #174	Beaver School Bridge
Bridge #183	Wharton Furnace Bridge

In line with similar inspection agreements and current District 12-0 interim inspection costs, GTE anticipates a cost of \$800 per bridge. GTE will complete this agreement at a cost not-

to-exceed \$9,600.00. Gibson Thomas anticipates starting these inspections in June 2018 and completing them no later than September of 2018.

Consider approval of entering into an agreement with K Long Roofing of Connellsville for a cost of \$8,000 in labor and \$6,970.50 in materials, for a total of \$14,970.50 to replace the roof at the Fayette County Fire School.

9.Children and Youth Services:

Consider ratifying a **FY2016-17** Purchase of Service Agreement between the County of Fayette, through Fayette County Children & Youth Services and Fayette County Juvenile Probation Office and **Auberle**, 1101 Hartman Street, McKeesport, PA 15132 for Residential Providers including group home setting on an as needed basis. The rates are as follows:

Initial Clothing - \$250.00	
	PER DAY
417100 – Hartman Street Residential Shelter-WH	\$ 179.03
Program C Residential-HR	\$ 162.89
443340 – Hartman Street Residential Shelter-WH	\$ 179.03
Program B Residential-HR	\$ 162.89
436330 – Hartman Shelter-HS	\$ 271.00
443730 – Residential GS	\$ 162.89
437480 – GOAL Program-GH	\$ 162.89
423030 – Foster Care - AA	\$ 56.25

Consider approval of a **FY2017-18** Purchase of Service Agreement Addendum between the County of Fayette, through Fayette County Children & Youth Services & **Fast Accurate, Cost-Effective Testing, LLC (FACT)**, 35 Kings Highway East, Suite 203B, Haddonfield, NJ 08003 for validation (Chain of Custody) of urine samples for drug testing of parents & adolescents on an as needed basis. The rate for K-2 testing is \$35.00 per specimen.

Consider approval of a **FY2017-18** Purchase of Service Agreement between the County of Fayette, through Fayette County Children & Youth Services & **Kimberly Kovach, Esquire**, 9 Court Street, Uniontown, PA 15401. Attorney Kovach was court appointed to represent children in dependency proceedings. The rate for her services is \$1,000.00 per month.

Consider approval of a **FY2017-18** Purchase of Service Agreement between the County of Fayette through Fayette County Children and Youth Services / Fayette County Juvenile Probation, and **City Mission – Living Stones, Inc., - Promise House**, PO Box 943, 155 N. Gallatin Avenue, Uniontown, PA 15401 for Independent Living Program covering the following programming areas:

Money Management/Consumer Awareness
Food Management
Personal Appearance and Hygiene

- Health
- Housekeeping
- Housing/Rental etc.
- Transportation
- Educational Planning
- Emergency and Safety Skills
- Spiritual Awareness/connecting to God and others
- Interpersonal Skills

Each program is divided into three (3) levels: basic, intermediate, and proficient. Each youth will be evaluated on admission and placed into the level of service needed. The case manager will be the initiator of the program and will spend approximately twenty (20) hours per month with each youth on independent living programming. The residential staff will implement the program plan initiated by the case manager. The age range for youth at Promise House will be eighteen to twenty-one (18-21).

Promise House per diem rates, including programming and operating costs, on an as-needed basis are: \$125.62 if paid on a daily basis; or a monthly rate of \$3,500.00. The Initial Clothing rate is \$ 250.00.

Consider approval of a **FY2017-18** Purchase of Service Agreements between the County of Fayette, through Fayette County Children & Youth Services / Fayette County Juvenile Probation, and **Taylor Diversion Programs, Inc.**, 1 Lighthouse Island, Tionesta, PA 16353 for residential/group home services, independent living program, and foster family placement services on an as needed basis. The rates are as follows:

Initial Clothing - \$250.00		
Cert 445880-AA	Group Home	\$199.00/day
Cert 446660-AA	Group Home	\$199.00/day
Cert 447790-AA	Group Home	\$199.00/day

Consider approval of a **FY2017-18** Purchase of Service Agreement between the County of Fayette, through Fayette County Children & Youth Services, and **Avanco International, Inc.**, 11325 Random Hills Road, Suite 350, Fairfax, VA 22030, for child accounting and profile system application service agreement relating to support services. The cost for this service is \$8,814.30 per quarter.

Consider approval of a **FY2017-18** Purchase of HIPAA Business Associate Agreement Addendum between the County of Fayette, through Fayette County Children & Youth Services and **Avanco International, Inc.**, 11325 Random Hills Road, Suite 350, Fairfax, VA 22030, for child accounting and profile system application service provider agreement relating to privacy and security services. The cost for this service is included with the quarterly fee of the child accounting and profile system application service agreement.

Consider ratifying a **FY2017-18** Purchase of Service Agreement between the County of Fayette, through Fayette County Children & Youth Services / Fayette County Juvenile Probation and **Preventative Care, Inc., George Junior Republic**, 233 George Junior Road, Grove City, PA

16127 for home, school and community-based prevention and aftercare services for children; violence, truancy, independent living or alternative to detention prior to adjudication on an as needed basis. The rates are as follows:

Initial Clothing - \$250.00	
Preventative Aftercare Services	\$ 47.54/hr

Consider approval of the acceptance of the resignation of Fayette County Children & Youth Services Advisory Board Member, Lisa Show, effective immediately.

10. Controller:

Financial condition of the county.

11. Courts:

Consider approval to enter into a cleaning contract with Shawna Geary for cleaning at MDJ Defino's office, District Court 14-2-03 at \$100 a month not to exceed \$1,200 a year, effective October 6, 2017. Term to end whenever one party notifies the other of termination of contract.

Consider approval to relocate District Court 14-1-02 of Connellsville by entering into a new lease agreement with Shallenberger Properties. The lease would be \$2,500 a month, \$30,000 a year, with a 2 percent increase each year for a ten (10) year term with (3) 5 year lease renewal options.

This is a new building being built to court specifications at 404 South Pittsburgh Street, Connellsville, with an attachment of such to be given by the signing of this lease. The plan is to start the lease effective on April 1, 2018. The court is still working on the final layout that will be attached to the lease at a later date. The lease must be in place so that they can start demolition of old building for construction on new building.

Consider approval of a request by the Court for the submission of a grant application due October 20, 2017 to the Pennsylvania Commission on Crime and Delinquency (PCCD) for a 2017 Drug Court Initiative involving the expansion of an existing drug court.

12. Emergency Management Agency:

Consider approval a Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU) authorizing cooperation and agreements with Armstrong County, Butler County, Indiana County, Lawrence County, Somerset County and Westmoreland county pertaining to the governance, operation and maintenance of a regional Public Safety Radio System Controller Switch for the Inter-county Regional Radio System (ICORRS)

The agreement is needed to allow Butler County to become a member of ICORRS.

13. Fayette Area Coordinated Transportation:

Consider approving the PennDOT Action Plan from the 2016 performance review.

Consider approving FACT's revised Grants Management Policies and Procedures as required by the Federal Transit Administration.

Consider approving FACT's submission of a Micro Transit Challenge grant for \$20,000.

14. Human Resources:

CYS

Consider the ratification of the hiring of Jessica Burden, Caseworker I, \$15.12/hr. (\$29,484.00/annually), effective September 18, 2017.

Consider the ratification of the promotion of Alexandria Wallace to Caseworker I, \$15.12/hr. (\$29,484.00/annually), effective September 18, 2017.

FACT

Consider the ratification of the resignation of Harley Voytovich, Tech-D Service Person, effective August 28, 2017.

Consider the ratification of the promotion of Robert Yatsko, Sr. to full-time non-CDL Small Transit Operator, Paygrade 8, \$12.04/hr. (\$25,043.20/annually), effective October 1, 2017.

FCBHA

Consider the ratification of the termination of Christy A. Homer, Caseworker 2, effective October 11, 2017.

Consider the resignation of Lester Visnosky, Maintenance Repairman 2, effective October 13, 2017.

Consider the ratification of the hire of Heath G. Halfhill, Maintenance Repairman 2, at \$18.16 per hour, \$35,412.00 annually, effective October 16, 2017.

Consider the promotion of Amy Wasko to Mental Retardation Program Specialist 1, at \$28.76 per hour, \$56,082.00 annually, effective October 23, 2017.

Consider the promotion of Stacey J. Evans to Administrative Assistant 1, at \$16.66 per hour, \$32,487.00 annually, effective October 23, 2017.

HUMAN RESOURCES

Consider the approval of the policy change of Section 3 of the Fayette County Employee Handbook regarding temporary employees, as attached.

PUBLIC DEFENDER

Consider the ratification of the separation from employment of Jennifer Zungri, Department Clerk I, effective October 3, 2017.

TAX CLAIM

Consider the ratification of the hiring of Kathie Clements at Accountant Clerk II, Paygrade 6, \$12.55/hr. (\$24,472.50/annually), effective October 16, 2017.

Consider the ratification of the promotion of Jennifer Thomas to First Assistant, Paygrade 12, \$15.34/hr (\$29,913.00/annually), effective September 18, 2017.

VETERANS AFFAIRS

Consider the ratification of the hiring of Dan Mancini as a per diem, part-time VA Driver, \$75/per diem, effective September 18, 2017.

15. Planning, Zoning and Community Development:

Consider executing Memorandum of Understanding with the following municipalities for the MS 4 (Municipal Separated Storm Sewer System) position and MS 4 coordinator to manage and facilitate the MS 4 program within Fayette County. Townships participating include Wharton (\$2,000.00); Dunbar (\$1,000.00); and German, (\$1,000.00).

Consider a renewal of signature authority to Arthur Cappella for the following PennDOT bridge projects: 102, 43, 95, 162, 72, 73, 115.

Consider a renewal of signature authority to Arthur Cappella for the SMART Transportation grant agreement #R17120003 (Sheepskin Trail – Southern Extension).

Consider approval of a recycling grant application proposal to supplement educational materials for school students between the months of November and April of a school term. Total project cost is \$2,500.00.

Consider approval of the SAI Engineering Consultants drawings for construction of Fayette County Bridge 43.

16. Public Works:

Consider approval of the purchase of Security Gates for the county parking lots from Global Access Control Systems in an amount of \$19,449.61. Proposals were also received from AFS Advanced Fire & Security and Automated Entrance Systems in an amount of \$40,195.00 and Parking Boxx in an amount of \$20,194.00.

Consider approval of entering into a contract for Floor Cleaning with American Cleaning Service of Carmichaels for \$8,400.

Consider approval to advertise for bids to supply custodial supplies delivered to various buildings in the Uniontown area within 6 miles of 61 East Main Street Uniontown Pa 15401 for the year 2018.

Consider approval to advertise bids to supply tires, wheel alignments and/or other mechanical work for the year 2018.

Consider approval to advertise for bids for the Public Service Building for repairs needed to the corner of the building using K2 Engineering.

Consider approval to advertise for bids for the repairs to the courthouse gutters and for repointing of stone work on the northeast side of the courthouse lower level using McMillen Engineering.

17. Tax Claim:

Consider approval of the following repository bids opened October 3, 2017 subject to all conditions being met for a total bid amount of \$3,754.00.

Bidder	Parcel	Township/Boro	Amount
Michael Edward	05-07-0355	Connellsville City	\$500.00
David A. Martin	02-02-0022	Browsville Boro	\$242
David A. Martin	02-02-0023	Browsville Boro	\$242.00
Sidney H Foley	25-47-0058	North Union	\$375.00
Rex & Debra Griest	02-03-0005	Browsville Boro	\$300.00
David C. Lent	19-24-0060-01	Luzerne Twp	\$401.00
Wendell H Stone Co Inc	15-22-0086	German Township	\$313.00
Wendell H Stone Co Inc	15-26-0046	German Township	\$101.00
Wendell H Stone Co Inc	15-22-0103	German Township	\$101.00
Khaled Khan	19-04-0120	Luzerne Twp	\$489.00
Khaled Khan	30-37-0001	Redstone Twp	\$308.00
Khaled Khan	29-02-0353	Point Marion	\$382.00
Rejected			
Tracy Ritz	34-03-0017	South Union	\$100.00
Tracy Ritz	34-02-0024	South Union	\$100.00
Tracy Ritz	34-03-0007	South Union	\$100.00
Tracy Ritz	34-02-0028	South Union	\$100.00
Tracy Ritz	34-03-0003	South Union	\$100.00
Tracy Ritz	34-03-0011	South Union	\$100.00
Tracy Ritz	34-03-0019	South Union	\$100.00
Tracy Ritz	34-03-0013	South Union	\$100.00

Consider approval of the US Department of Justice payment and satisfaction of delinquent county taxes on parcel number 38-13-0743, Uniontown City, through the date of forfeiture, July 22, 2014, including a waiver of all county fees and interest.

18. Commissioners:

Consider approval of an ordinance authorizing a general obligation note financing in an amount not to exceed \$10 million to finance a project for the County consisting of (a) the refinancing of certain outstanding debt of the County and (b) providing a line of credit for the purpose of funding certain capital needs and projects of the County. The County will not be responsible for any costs and expenses associated with this authorization unless and until an acceptable financing proposal is accepted by the County.

Consider approval of the September 12, 2017 commissioners agenda meeting minutes.

Consider approval of the September 21, 2017 commissioners meeting minutes.

Consider approval of an emergency repair designed by Sleighter Engineering to repair sewer lines located behind the Fayette County Courthouse. The project has been reviewed and approved by the county solicitor to award to Lee's Plumbing of Uniontown in an amount of \$50,750.

Consider the ratification of the following transfers.

9/8/17 to 10/13/17			
Department	Cost Center	Debit	Credit
Assessment			
Equipment	01413652300	\$240.00	
Materials/supplies	01413652000		\$240.00
Adult Probation Office			
Ammunition	01423652250	\$2,000.00	
Contract computer	01423653010		\$2,000.00
Equipment	01423652300	\$2,000.00	
Contract Computer	01423653030		\$2,000.00
Commissioners			
Contingency	01417952910	\$25,000.00	
Consulting	01413353005		\$25,000.00
Contingency	01417952910	\$55,000.00	
Consulting	01413353005		\$55,000.00
Advertisement	01417953400	\$6,000.00	
Postage	01417953250		\$6,000.00
Contingency	01417952910	\$750.00	
Photocopy/printing	0141110152200		\$150.00
Photocopy/printing	01423252200		\$150.00
Photocopy/printing	01413352200		\$150.00
Photocopy/printing	01429452200		\$150.00
Photocopy/printing	01413852200		\$150.00

Controller			
Software licenses	01413352100	\$1,500.00	
Equipment	01413352300		\$1,500.00
Courts			
Materials/supplies	01418452000	\$5,000.00	
Salary full time	01418451400		\$5,000.00
Jury fees	01418453170	\$30,000.00	
Salary full time	01418451400		\$5,000.00
Materials/supplies	01418452000		\$25,000.00
District Attorney			
Professional services	01419453100	\$1,000.00	
Equipment	01419452300		\$1,000.00
Extraditions	01419452375	\$4,500.00	
Materials/supplies	01419452000		\$4,500.00
Human Resources			
Training/conference	01415553350	\$500.00	
Materials/supplies	01415552000		\$500.00
Juvenile Probation Office			
Charge for services	01423734000247	\$855.30	
Materials/supplies	01423752000		\$855.30
Magisterial District Judges			
Equipment	01418610252300	\$1,500.00	
Materials/supplies	01418610252000		\$1,500.00
Equipment	01418620252300	\$908.81	
Materials/supplies	01418620252000		\$908.81
Materials/supplies	01418652000	\$100.00	
Travel central court	01418600053300		\$100.00
Materials/supplies	01418620352000	\$310.00	
Materials/supplies	01418652000		\$310.00
Materials/supplies	01418630452000	\$500.00	
Materials/supplies	01418610252000		\$500.00
Equipment	01418630452300	\$4,835.00	
Equipment	01418620352300	\$4,584.00	
Materials/supplies	01418652000		\$9,419.00
Materials/supplies	01418620352000	\$800.00	
Materials/supplies	01418620152000		\$800.00
Equipment	01418600052300	\$572.00	
Materials/supplies	01418600052000		\$572.00
Travel	01418600053300	\$200.00	
Materials/supplies	01418600052000		\$200.00
Photocopy/printing	01418620252200	\$500.00	
Materials/supplies	01418620252000		\$500.00
Telephone	01418620153200	\$360.00	
Telephone	01418600053200		\$360.00
Materials/supplies	01418620352000	\$120.00	
Materials/supplies	01418652000		\$120.00
Equipment	01418610152300	\$2,000.00	
Materials/supplies	01418610152300		\$2,000.00
Equipment	01418610152300	\$650.00	
Equipment	01418620152300		\$650.00
Equipment	01418610252300	\$1,500.00	

Materials/supplies	01418620252000		\$1,500.00
Planning			
Materials/supplies	01437052000	\$200.00	
Equipment	01437052300		\$200.00
Prison			
Medical	01423253020	\$59,000.00	
Repairs maintenance	01423253730		\$28,000.00
Materials/supplies	01423252000		\$20,000.00
Utilities	01423253600		\$11,000.00
Prothonotary			
Equipment	01419552300	\$1,500.00	
Materials/supplies	01419552000		\$1,500.00
Register of Wills			
Salary part time	01419651450	\$4,573.78	
Capital Outlay	01419657000		\$4,573.78
Equipment	01419652300	\$840.00	
Travel	01419653300	\$600.00	
Materials/supplies	01419652000		\$1,440.00
Sheriff			
Training	0141970553350	\$1,500.00	
Equipment	0141970552300		\$1,500.00
Veterans Affairs			
Burials/markers	01429452530	\$5,000.00	
Travel	01429453300		\$5,000.00

Total Debits \$226,998.89 Total Credits \$226,998.89

**Budget adjustment:
C-17 increase \$50,000.00**

Consider approval to Girl Scout Troop 51309 and Brownie Troop 53024 to place two bat boxes (houses) at the German-Masontown Park, which will be located at the recommendation of Penn State Extension height of 10 to 15 feet, facing either south or east and in an area away from standard foot or car traffic at no cost to the county to help keep bats out of residential structures and help reduce the mosquito population.

Public Announcements:

Public Comments:

Adjournment:

POLICY CHANGES REGARDING BENEFITS ELIGIBILITY

I. Section 3 of the Fayette County Employee Handbook shall be revised as follows:

The following terms are used to describe the classifications of Fayette County employment status:

Regular Employees

Regular Full-Time: An employee who has completed any applicable orientation period and is regularly scheduled to work 37.5 hours or more per week. Such employees are eligible for all benefits.

Regular Part-Time: An employee who has completed any applicable orientation period and are regularly scheduled to work 20 hours or fewer per week, and is compensated on an hourly basis.

Non-Regular Employees

Temporary/Seasonal: Employees who are hired for a limited period not to exceed 180 days, for reasons other than to replace a regular, full-time or part-time employee who is absent from work due to illness or other approved leave. Temporary seasonal employees generally may be scheduled for up to 37.5 hours per week, though they may be schedule to work more than that. They are not benefit eligible.

Temporary Replacement (Full-Time) – Employees who are hired to temporarily substitute for a regular, full-time employee who is absent from work due to illness or other approved leave and who is reasonably expected to return. Such employees typically are scheduled to work 37.5 hours per week, and may be eligible to participate in County-provided health benefits in accordance with the applicable policies and plans, subject to the Commissioners' determination that sufficient funds are available to extend such health benefits.

Temporary Replacement (Part-Time) – Employees who are hired on a part-time basis to temporarily substitute for a regular, part-time employee who is absent from work due to illness or other approved leave and who is reasonably expected to return. Such employees are not benefit eligible.

[Remaining provisions concerning exempt/nonexempt status remain unchanged. The above changes shall also be made to the corresponding provisions set forth in Policy # 3.6 of the Fayette County Policy and Procedure Manual]

II. Section 9 of the Fayette County Employee Handbook shall be revised as follows:

General Benefits Summary

Fayette County provides an excellent benefits package for its employees who meet the eligibility requirements of the applicable plans and policies. Benefits include paid time off, health insurance, life insurance, dental insurance, vision insurance, sick pay, pension, Social Security and Worker's Compensation. Also included are life insurance dependent life insurance, and a pension plan. Additional information is available through the Human Resources Office. The County reserves the right, in its sole and absolute discretion, to amend, modify, or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein. Further, the County reserves the exclusive right, power, and authority, in its sole and absolute discretion, to administer, apply, and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans. The County will maintain the most current insurance documents; however, this is subject to availability of revised documents from the insurance carriers.

In the event of a conflict between this Handbook [or this Policy and Procedure Manual] and the applicable plan document or policy, the applicable plan document or policy shall control.

[The above changes shall also be made to the corresponding provisions set forth in Policy # 9.1 of the Fayette County Policy and Procedure Manual]

III. Policy # 9.2 of the Fayette County Policy and Procedure Manual shall be revised as follows:

HEALTH INSURANCE

Policy Statement

Fayette County provides health insurance benefits to eligible employees. Three plan designs are offered providing varying levels of coverage at varied costs. Details about the plan(s) are available in the Human Resources Office.

Eligibility

All Regular Full-Time employees are eligible for coverage. Certain full-time Temporary Replacement employees may also be eligible for health insurance benefits subject to the Commissioners' determination of availability of funds.

Eligible employees who elect to enroll in health insurance coverage generally begin coverage on the first day of the month following their hire date. Employees are given the option to change their coverage annually during open enrollment effective January 1st each year.

[The remaining four paragraphs remain unchanged]